

Beth Mayo

Job Seeking Skills: Resumes and addressing selection criteria

Time: 11.30-1pm

Speaker: Beth Mayo, Branch Librarian & Cluster Team Leader – Beenleigh Library – Gold Coast City Council Library Service

Beth Mayo outlined and discussed how to compile a professional resume and approach the selection criteria when applying for employment. With over 25 years of experience in government, education and corporate libraries Beth Mayo is most definitely an expert when it comes to job applications. Trawling through hundreds of applications and well as completing a few herself stand her in good stead for some handy tips practical tips for “new players”. Beth detailed her earlier vocation in law, library qualifications and her involvement in the ALIA Special Libraries Group, reiterating the importance of mentoring throughout her career.

Some of Beth’s hints for developing the resume included the relevance of including all work experience no matter how proliferial and the selection of appropriate referees. The difference between applying for jobs in the corporate and government sector came down to the addition of a selection criteria. Beth suggested that pragmatism is the key and comprehension, ability and personality should show through in the selection criteria. Importantly, Beth acknowledged that research about the organisation you are applying to is essential and the odd phone call to a potential employer with questions from the selection criteria is a viable investment. Finally, Beth suggested that when applying for library employment it is important not to tie yourself to one type of library and to be comfortable within yourself to go and try different directions.